

EVALUATION FORM
Highland Branch Library (1023)

Population Growth - 1980 to 2020

FORM AA

Regulatory Basis: p.35, 20440, Appendix 1

Rating Panel Comments

+207%

EVALUATION FORM
Highland Branch Library (1023)

Age of Existing Library

FORM A

Regulatory Basis: p.37, 20440, Appendix 1

Rating Panel Comments

Library built in 1975 - no renovation.

Rating Basis:

4 = No Existing Facility

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

Date of Most Recent Structural Renovation

Rating Basis:

4 = No Renovation

3 = 1957 or older

2 = 1958-1962

1 = 1963-1974

0 = 1975-Present

RATING:

4 = No existing library/renovation
 3 = Poor Condition
 2 = Acceptable Condition
 1 = Good Condition
 0 = Very Good Condition

EVALUATION FORM

Highland Branch Library (1023)

Condition of Existing Public Library

FORM B

Regulatory basis: p.37, 20440, Appendix 1,
 p.64, 20440, Appendix 3, 8(a)

RATING:

Rating Panel Comments

Poor current site location, overcrowded non-code compliant, no flexibility - library is in a commercial building - roof leaks, one toilet; building does not meet ADA or earthquake standards.

Limited facility which needs considerable updating.

The library is operating out of a building that was not designed to be a library. It is below street grade, and has a leaking roof and five 28-year old air conditioning units that break-down frequently.

Factors Considered:

	R1	R2	R3	R4
Structural	4	4	4	4
Lighting	4	4	4	3
Energy	4	4	4	4
Health & Safety	4	4	4	4
ADA	4	4	4	3
Acoustical	4	4	4	3
Flexibility	4	4	4	4
Spatial Relationships	4	4	4	4
Site Considerations	4	4	4	3
Total	36	36	36	32
	4.0	4.0	4.0	3.6

EVALUATION FORM
Highland Branch Library (1023)

Age of School Library

FORM C

Regulatory basis: p.37, 20440, Appendix 1

RATING:

Rating Panel Comments

School library built in 1951, renovated in 1994.

Rating Basis:

- 4 = No Existing Facility
- 3 = Poor Condition - 1957 or older
- 2 = Adequate Condition - 1958-1962
- 1 = Good Condition - 1963-1974
- 0 = Very Good Condition - 1975-Present

RATING:

Date of Most Recent Structural Renovation

Rating Basis:

- 4 = No Renovation
- 3 = Poor Condition - 1957 or older
- 2 = Adequate Condition - 1958-1962
- 1 = Good Condition - 1963-1974
- 0 = Very Good Condition - 1975-Present

RATING:

4 = No existing library/renovation
 3 = Poor Condition
 2 = Acceptable Condition
 1 = Good Condition
 0 = Very Good Condition

EVALUATION FORM

Highland Branch Library (1023)

Physical Limitations of Existing School Library

FORM D

Regulatory basis: p.37, 20440, Appendix 1

RATING:

Rating Panel Comments

Elementary school library - 30x30, open 12:30 to 3:30. No desks for library clerk, no computers.

Visual record shows overcrowding. Students allowed 1 book per week, collection outdated (40% pre-1975). Narrative description in Needs Assessment confirms problems identified (overcrowded, non ADA compliancy, etc.)

School library is "make-shift," and is over-crowded.

Factors Considered:

	R1	R2	R3	R4
Structural	3	4	4	3
Lighting	4	4	4	3
Energy	4	4	4	3
Health & Safety	4	4	4	3
ADA	4	4	4	3
Acoustical	4	4	4	3
Flexibility	4	4	4	3
Spatial Relationships	4	4	4	3
Site Conditions	4	4	4	3
Totals	35	36	36	27
	3.9	4.0	4.0	3.0

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Community Library Needs Assessment

FORM F

RATING:

Regulatory Basis: p.26, 20440 (d) (2) and p.61, 20440, Appendix 3

Rating Panel Comments

Professionally done needs assessment including all segments of population and school administrators, students, teachers, parents, city government and business organizations, local clubs, etc. Needs Assessment included subject-specialty survey to assess needs for a co-located library as well as priorities, programs, and services for an Environmental Learning Center. Needs are well defined and represented in graphs, charts, and narratives.

Needs Assessment showed viability of this project.

Community was well-examined to determine needs.

Community analysis involved a good cross-section of the community and was thoroughly analyzed.

Rating Basis:

1. Methodology & Community Involvement.
2. Community Analysis/Community agencies & organizations, service area demographics
3. Analysis of service needs/consistency with demographics
4. Service limitations for existing facility (if applicable)
5. Space Needs Assessment

	R1	R2	R3	R4
1	4	4	4	4
2	4	4	4	3
3	4	4	4	4
4	4	4	4	3
5	4	4	4	4
Totals	20	20	20	18
	4.0	4.0	4.0	3.6

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Library Plan of Service

FORM G

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

Rating Panel Comments

Service indicators are not included with goals and objectives, with the exception of technology.

Plan of Service answers the Needs Assessment findings, very specifically. Lists 8 main service roles.

Highland is a branch library of San Bernardino County, whose mission is stated. Goals and objectives are specific to Highland Branch Library. There are no separate service indicators, but they can be gleaned from objectives (e.g., acquire 250 books...). Plan responds well to needs identified.

Goals and objectives are exceptionally well done, with detailed short-term, mid-term, and long-term objectives provided for each goal. However, service indicators are only implied in one of the long-term goals.

Rating Basis

- 1.How Project responds to Needs of Residents
- 2.How well mission, roles, goals, objectives, service indicators are documented.
- 3.Types of services well documented.
- 4.How project fits into jurisdiction-wide Plan of Service

	R1	R2	R3	R4
1	4	4	4	3
2	3	4	2	3
3	4	4	4	4
4	4	4	3	4
Totals	15	16	13	14
	3.8	4.0	3.3	3.5

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Library Building Program

FORM H

Regulatory Basis: p.69, 20440, Appendix 5

RATING:

Rating Panel Comments

Building Program planners made good use of available tools.

The project includes an outdoor amphitheater and a roof-top programming area to accompany the Environmental Learning Center, which will contain a special collection of materials related to environmental studies.

Rating Basis:

- 1.How well Building Program implements Plan of Service
- 2.How well Building Program documents general requirements for Library Building
- 3.How well are the Spatial Relationships described
- 4.How well are individual spaces sized and described

	R1	R2	R3	R4
1	4	4	4	3
2	3	4	4	3
3	4	4	4	3
4	4	4	4	3
Totals	15	16	16	12
	3.8	4.0	4.0	3.0

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Conceptual Plans

FORM I

Regulatory Basis: p.27, 20440 (d) (5)

RATING:

Rating Panel Comments

Actual/program square footage given. Total non-assignable square footage given, not by specific area. Environmental Learning Center is rooftop garden areas. Discovery Room is 200 SF less on plan than in Building Program.

Area sizes and adjacencies were maintained in on the conceptual drawings. Actual and programmed square footages are given, as is the total non-assignable square footage.

Rating Basis:

- 1.How well the net-assignable square footage on plan matches BP, PoS and NA
- 2.How well the non-assignable square footage on plan matches BP, PoS and NA
- 3.How well Spatial Relationships on plan match what was called for in BP, PoS, and NA
- 4.How well the elevations, sections and specification implement the BP and PoS

	R1	R2	R3	R4
1	4	4	4	4
2	3	4	4	4
3	4	4	4	3
4	4	4	4	3
Totals	15 3.8	16 4.0	16 4.0	14 3.5

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Joint Use Cooperative Agreement

FORM J

Regulatory Basis: p.60, 20440, Appendix 2

RATING:

Rating Panel Comments

The County builds and maintains the library while the School District encourages use among its students. The agreement is contingent on grant funding, and thus does not demonstrate a long term partnership.

This is very good joint venture and, in addition, they will provide a co-located elementary school library. Very innovative. Also a roof top environmental center; lots of library help for K-12.

Innovative approach to a joint venture project incorporating environmental-based education through a co-located and Environmental Study Center, which studies support as improving academic performance across curriculum. The agreement demonstrates commitment of staffing, funding, resources from School District, and County jurisdiction. County will operate and finance the new branch; School District will provide annual book budget, equipment, and some staffing. Project dependent on grant award, but has great potential as both a co-located and joint venture project. This is a well defined, innovative, and outstanding proposed joint venture and co-located project offering services and programs all hours of library operation.

This is clearly a joint use agreement with all parties sharing responsibility for providing and developing library services. The school district will house the elementary school's collection as a part of the library project and will provide some of the PCs for the computer center. Actual amounts of funding are not described, but discussed in terms of staffing and equipment provided.

Rating Basis:

1. How well roles & responsibilities are defined.
2. How clearly are the joint library services described.
3. Appropriateness, adequacy, reasonableness of hours of service.
4. Appropriateness, adequacy, reasonableness of staffing/volunteers.
5. How well are ownership issues resolved.
6. Appropriateness, adequacy, reasonableness of sources & uses of funding
7. Appropriateness, adequacy, reasonableness of review & modification process.
8. How well the agreement demonstrates a workable, mutually beneficial long term partnership.

	R1	R2	R3	R4
1	4	4	3	4
2	4	4	4	4
3	4	4	4	4
4	4	4	4	4
5	4	4	4	4
6	4	4	4	3
7	3	4	4	3
8	4	4	2	4
Totals	31	32	29	30
	3.9	4.0	3.6	3.8

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Joint Use: Needs of K-12 Students

FORM K

Regulatory Basis: p.67, 20440, Appendix 4

RATING:

Rating Panel Comments

Service indicators in the Library Plan of Service are not included with the goals and objectives, with the exception of technology. They are not included in the Joint Use Agreement.

Needs of K-12 students are definitely addressed - are a priority in the Plan of Service.

K-12 needs are well documented. Elementary school targeted for co-location ranks lowest level statewide on API making it eligible for "immediate intervention and emergency assistance."

Student needs were foremost in the thoughts of the planners, who are concerned in elevating the area's API scores.

Rating Basis:

1. How the project responds to the needs of the K-12 students as expressed in Needs Assessment.
2. How well the mission, roles, goals and objectives are documented.
3. How well documented are the types of K-12 services.

	R1	R2	R3	R4
1	4	4	4	3
2	4	4	2	3
3	4	4	4	3
Totals	12	12	10	9
	4.0	4.0	3.3	3.0

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Integration of Electronic Technologies

FORM L

Regulatory Basis: p.68, 20440, Appendix 4

RATING:

Rating Panel Comments

1,224 square foot computer center with 40 PCs. Total of 52 technology workstations. Excellent technology plan. They will make their catalog available to all schools.

OPACs, Internet, A/V units, ADA adaptive technology, shared electronic services and equipment that complement K-12 curriculum, including WAN between library and public schools, collaborative electronic resources database licenses and training, collaborative catalog access and shared circulation systems and training; 24/7 reference.

Technology planning shows wide ranging consideration of all elements.

Application of technology to provide library services is contained throughout the planning documents, in terms of training, equipment and data.

Rating Basis:

1. Appropriateness of the electronic technologies in Plan of Service, based on Needs Assessment.
2. How well the integration of electronic technologies is documented in the Plan of Service.
3. How well the integration of electronic technologies is in the Building Program.

	R1	R2	R3	R4
1	4	4	4	4
2	4	4	4	4
3	4	4	4	4
Totals	12	12	12	12
	4.0	4.0	4.0	4.0

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Appropriateness of Site

FORM M

Regulatory Basis: p.39, 20440, Appendix 1

RATING:

Rating Panel Comments

Centrally located and will serve as anchor and main access point to all areas of site (community center and park). More than 90% of city's population is within a 2 mile radius of proposed site. Parking provided far exceeds local zoning requirements (more than 200%). It is for multiple civic center complex uses, but there is no shared parking agreement or assigned parking.

Co-located school library for elementary school across the street.

One of key anchor tenants in city center complex.

The library will be a part of a 30-acre site that is part of a Community Development multi-purpose complex that will also include a community center, community part, sports fields, affordable single-family housing and a "city corporate yard." More than 90% of the city's population will be within a 3-mile radius of the new facility. The site is served by 12 bus routes that stop at two locations within 1/4 mile of the site. Park area pathways and bicycle paths are also planned.

Rating Basis:

1. Equal Access for all residents in Service Area.
2. Accessibility via Public Transit.
3. Accessibility via Pedestrian and Bicycle.
4. Accessibility via Automobile.
5. Adequacy of Automobile Parking.
6. Adequacy of Bicycle Parking.
7. Overall Parking Rationale.
8. Shared Parking Agreement (if applicable).
9. Visibility of site and proposed library building in service area.
10. How well site fits community context and planning.
11. Site selection process and summary.

	R1	R2	R3	R4
1	4	4	4	3
2	3	3	4	3
3	4	4	4	3
4	4	4	4	4
5	4	4	4	4
6	3	3	4	2
7	4	4	4	3
8	Not applicable			
9	4	4	4	3
10	4	4	4	4
11	4	3	4	3
Totals	38	37	40	32
	3.8	3.7	4.0	3.2

4 = Outstanding
 3 = Very Good
 2 = Acceptable
 1 = Limitations
 0 = Serious Limitations

EVALUATION FORM

Highland Branch Library (1023)

Site Description

FORM N

Regulatory Basis: p. 45, 20440, Appendix 1

RATING:

Rating Panel Comments

Site is in designated "Neighborhood Improvement Program Area." 80% of student population at Cypress Elementary School lives in this area and it ranks at the lowest level on API, making it eligible for "immediate intervention and emergency assistance." This factor weighed heavily in site selection as well as cooperation of school administration.

Site affords the architect opportunity to design without many constraints.

Rating Basis:

1. Adequacy of size of site.
2. Drainage problems.
3. Geotechnical problems.
4. Appropriateness of site configuration (Boundary Survey)
5. Appropriateness of site/surrounding area. (Visual Record)
6. Appropriateness of site based on placement of building, parking, access roads, pathways, expansion and parking.

	R1	R2	R3	R4
1	4	4	4	4
2				
3				
4	4	4	4	4
5	4	4	4	3
6	4	4	4	3
Totals	16 4.0	16 4.0	16 4.0	14 3.5

OK
OK

EVALUATION FORM
Highland Branch Library (1023)

Financial Capacity

FORM O

Regulatory Basis: Bond Act p. 5, Section 19998 (a) (7)

Rating Panel Comments:

Applicant has committed to the on-going operation of the completed library.

EVALUATION FORM

Highland Branch Library (1023)

<i>BOND ACT CRITERIA</i>	<i>RATING</i>	
Population Growth		207%
Age and Condition	3.4	
Needs of residents/response of proposed project to needs	4	
Plan of service integrates appropriate technology	4	
Appropriateness of site	4	
Financial capacity (new libraries only)		yes